

## **George Holmes Bixby Memorial Library Minutes**

**January 9, 2014**

**Attendance:** Deborah Rogers-Chair, Elizabeth Hunter Lavallee-Treasurer, Kelly Marshall-Secretary, Paul Lawrence- Trustee, Carol Brock-Head Librarian, Mary Farrell-Children's Librarian, Robin Haubrich and Janet Hicks-Alternate Trustees

Meeting convened at 7:07

### **1. Minutes**

- a. Dec. 5, 2013 minutes were approved

### **2. Treasurer's Report**

- a. Treasurer's Report was accepted as presented
  - i. Treasurer's Report will be included in Deb's letter for the Town Report
  - ii. There are 3 Library Trusts that the town oversees, the library can only spend the interest earned
  - iii. There is \$3,642 left in a Trust that was set up many years ago for the library by a Foundation. The library does not have any rights or access to those funds unless and until they are released by the board of the foundation to us, which will hopefully happen this year.
  - iv. Paul suggested coordination between Town Administrator and Library Treasurer so that there is better assurance of any paperwork completion even when personnel change.

### **3. Old Business**

- a. Plumbing/geo-thermal
  - i. Paul reported that the discharge from the geothermal filtration system has a spray back on the outside wooden window sill. Options were discussed about a short term solution to prevent further damage to the sill.
- b. Basement Moisture
  - i. There was no moisture noted after the last heavy rain!
- c. Test Wells
  - I. The test wells for the store fuel tanks have not yet been dug.
- d. Energy Audit

- I. Paul continues to try to reach Ann from PSNH to set up an energy audit for the building

#### **4. New Business**

##### **a. Recognition**

- I. Paul brought up the idea of recognizing Henry K. for all the work he has done for the library. Deb indicated that he was mentioned in the Trustee report that is in Town Report.
- II. Kelly thanked Carol and Mary for the delightful tea that the Trustees and Friends of the Library were treated to.

##### **b. Window Replacement**

1. Paul Knight's quote for a window replacement is \$1200, which does not include labor.

##### **c. Annual Report**

1. The Annual Report that Deb put together was reviewed and approved.

##### **d. Elections**

1. Open Session for registering as a Trustee is from Jan. 22-31 during Town Office hours and on Jan. 31 from 3-5.
2. There is one opening for a Library Trustee, we are hoping that either Janet or Robin will run.
3. Kelly will ask Mike P. if he still wishes to serve as an alternate.

##### **e. Library Hours**

1. A discussion about the library hours was held. A suggestion was made for us to watch the results of the Henniker Library, as their hours have recently changed.

##### **f. Book Selection**

1. Paul brought up questions about how the books are selected for the library. A lengthy discussed ensued and Carol provided us with useful information about the process that she uses.

## **5. Librarian's Report**

- i. Carol went over the Monthly Stats.
- ii. Mary shared her observations of the trend for Children Patrons. There are less Kindergarten age since they now go to school full day.
- iii. Carol shared with us the updated Library Trustee e-mail address that is posted on the Town Website. Deb will check the e—mail regularly.
- iv. Carol shared the Director's Annual Report that will be put into the Town Report.
- v. Automation of the library collection is moving along. We reminded Carol and Mary that we had approved monies to pay them for extra hours that they may work outside regular library hours for the automation project.
- vi. A committee consisting of Jan and Robin was set up to help Carol and Mary with expenditures for the donations that have been given to the library. An estimate of items and their cost will be presented at the next Trustee meeting.

## **6. Public Comment**

- a. None

Adjournment: 8:56 PM

Next Meeting: **February 6, 2014 @ 7:00**

Respectfully submitted,

Kelly B. Marshall, Secretary